



HRS PLANNING COUNCIL
Information Only

December 5, 2006

The meeting of the Human Resource Services Planning Council was held on Tuesday, December 5, 2006, in room SU-18.

Roll Call

Members Present: Debbi Claypool, Molly Faulkner, Jo Anne Giese, Shawna Hearn, Lynne Henson, Nancy Horio, Kelley Hudson-Maclsaac, John Tortarolo,

Members Absent: Ernie Carson, Brandan Whearty

Recorder: Lisa Hornsby

I. Minutes

The minutes from the October 17, 2006 meeting were approved.

II. Old Business

A. Human Resources Organization (Mandated Cost Position)

The optimal structure and organizational design for Human Resources was briefly discussed. The college will continue to pursue funding positions through mandated costs.

B. General Purpose Allocation

John Tortarolo reported that allocations needed for the class study and the faculty salary survey have been identified. John Tortarolo asked Kelley Hudson-Maclsaac if her area was looking at ergonomic concerns for future furniture purchases. Kelley Hudson-Maclsaac indicated that they were and that they would work with Business Services to possibly establish a district standard for furniture.

It was discussed that SPC will indicate what the mechanism will be for requesting additional one time funds.

III. New Business

A. Strategic Plan 2006 – 2007

John Tortarolo indicated he was still waiting on AIP's.

B. Positions Required to Manage Bond Construction

The positions will include Director for the Bond and a Buyer in Purchasing.

IV. Information Items

A. Model EEO Plan

John Tortarolo informed the committee that Shawna Hearn is in the process of developing the Palomar EEO Plan. The EEO Committee will be given the information at their next meeting which is scheduled for Thursday, December 7, 2006. The task of the EEO Committee will be to provide input to the plan and then it will be brought back to HRSPC for input.

V. Other

A. Team Life

Jo Anne Giese indicated that she had spoken with John Smith from Long Beach with regard to their Fitness and Wellness program. The courses that are offered at Long Beach are 0 unit courses that can be taken repeatedly. Jo Anne Giese reported that the Holiday Walk had 19 attendees.

B. SPC

John Tortarolo reported that members of the Student Government are advocating for a Smoke Free Campus. Student Services is planning to convene a committee to examine college smoking policies. It was discussed that the college needs to strike a balance to ensure that a student initiative does not adversely impact faculty and staff.

C. Staff Development and Training Committee

John Tortarolo indicated that the President has asked that the Staff Development and Training Committee be reactivated. The College has received funding to implement faculty and staff professional development which Palomar received \$87,623. The funds can be used for nine (9) different uses which included developing the EEO Plan, Professional Development/Staff training, or technical training. John asked the committee to develop a list of programs that the Staff Development and Training Committee could consider. HRSPC members made the following suggestions:

1. Supervisory Training
 - a. How to be a good supervisor
 - b. Nuts and bolts
 - c. How to do a performance evaluation
 - d. How to deal with problem employees
 - e. General responsibilities
 - f. Specific responsibilities
 - g. Practical information – based on Palomar
2. New employee training
 - a. Mentoring
 - b. Computer training
3. Staff training
 - a. Technical training
 1. Excel
 2. Outlook
 3. PeopleSoft

- b. Ergonomic Training
- c. Paycheck stubs
 - 1. what you can expect
- 4. Health & Wellness
 - a. Encourage staff to leave desk
 - b. Software for exercises
- 5. Faculty and Staff training
 - a. Be more effective with students
- 6. Custodial training
 - a. Incentives
- 7. Financial training
 - a. Budgetary flowcharts
 - b. Tools from training-

VI. Adjournment

The meeting was adjourned at 5:00 p.m.